

United States Senate

PLACEMENT OFFICE

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THE PLACEMENT OFFICE

The Placement Office assists Senators and Senate Committees with filling entry-level through professional staff vacancies by providing, upon request, resumes of qualified candidates. The Office is nonpartisan and funded by the United States Senate.

When a Senate office requests assistance with filling a position, the hiring criteria is provided for the Placement Office to conduct a candidate search. The Placement Office maintains a resume bank of individuals seeking Senate employment, and provides confidential referral of resumes of candidates with suitable education, experience and skills for registered positions.

Each Senate office is an independent employer and responsible for candidate screening, interviewing and selection, as well as job requirements, compensation, and conditions of employment. The Placement Office does not possess hiring authority, nor does it control salaries or job requirements.

Staff positions in the Senate are classified as legislative, administrative, or press, however, specific titles and duties may vary.

The Placement Office publishes a weekly Senate Employment Bulletin as a resource for Senate offices wishing to advertise staff vacancies. Updated copies are made available each Tuesday and may be obtained in the Placement Office, viewed online at www.senate.gov/employment, or via voice recording at (202) 228-JOBS. These advertisements do not include all vacancies registered with the Placement Office. To be considered for all positions, applicants are encouraged to complete the application and informational interview process in the Placement Office.

Informational interviews are conducted on a walk-in basis between the hours of 10:00 a.m. and 12:00 noon & 1:00 p.m. and 3:00 p.m. Monday through Friday. The Placement Office is open from 8:30 a.m. until 5:30 p.m. Monday through Friday.

The United States Senate is an
equal opportunity employer.

